



State of New Jersey

DEPARTMENT OF CHILDREN AND FAMILIES
P. O. Box 717
TRENTON, NEW JERSEY 08625-0717

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

ALLISON BLAKE, Ph.D., L.S.W.
Commissioner

December 21, 2012

Open to employees who are permanent in a competitive title with underlying permanent State service as a promotional or lateral opportunity, subject to current promotional and hiring restrictions.

STATE-WIDE JOB OPPORTUNITY #231-12

POSITION: HEAD CLERK

**LOCATION: Department of Children and Families (DCF)
Somerset Local Office
92 East Main Street
Suite 101
Somerville, NJ 08876**

SALARY: (R15) \$38,394.65 - \$53,921.27

DEFINITION: Under direction of an administrative officer in a state department, agency, or institution, has charge of the development and maintenance of clerical procedures and services of a large bureau or small division; interprets details of bureau and/or division policy as they affect clerical work of the department; sees that rules, regulations, policies, and procedures are observed as far as clerical work of the department is concerned; interprets with considerable independence the rules, regulations, policies, and procedures of the department to that portion of the public interested in or concerned with the work of the department; does other related duties as required.

REQUIREMENTS

EXPERIENCE: Three (3) years of experience in work involving the processing of technical clerical work which involves independent interpretation of rules, regulations, policies, and procedures.

RESIDENCY LAW: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing

authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

NOTE: APPLICABLE SPECIAL RE-EMPLOYMENT LIST ESTABLISHED AS A RESULT OF A LAYOFF WILL BE USED BEFORE ANY PROMOTIONS ARE MADE.

RESUME SUBMITTAL: Employees with permanent state service, possessing the requirements listed, should forward a current resume and cover letter to:

**Zina McCleese, Personnel Coordinator
Department of Children and Families (DCF)
Office of Human Resources
P.O. Box 717
Trenton, New Jersey 08625**

Email: Katrina.Bethke@dcf.state.nj.us

No later than close of business January 4, 2013.

New Jersey Is An Equal Opportunity Employer